

**From:** Austin, Garry (OFM)  
**Subject:** Update to Budget Instructions – Maintenance Level Decision Packages for Self-Insurance Premiums  
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**TO: Agency Budget Officers**

**Subject: Update to Budget Instructions – Maintenance Level Decision Packages for Self-Insurance Premiums.**

Per the 2013-15 budget instructions (Chapter 13 - [Risk Management and Self-Insurance Premiums](#)), agencies were required to submit maintenance level decision packages for self-insurance premium adjustments. Unfortunately, new actuarial estimates will not be available until after agencies are required to submit their budgets in September.

Agencies are no longer required to submit maintenance level decision packages for 2013-15 self-insurance premium adjustments. Instead, when self-insurance premium costs are finalized, OFM will centrally update agency maintenance level adjustments.

Carry-forward adjustments restored agency self-insurance premiums to original 2011-13 levels and serve as a placeholder for the 2013-15 budget and are available at: <http://www.ofm.wa.gov/rmd/budget/sip11-13.pdf>.

If you have any questions, please contact your [Assigned Budget Analyst](#).